

COMMUNITY DEVELOPMENT DEPARTMENT
BUILDING DIVISION
www.LosGatosCA.gov/building

Inspection Request Line (408) 354-6877

Town of Los Gatos inspection hours are Monday-Friday 9:00 a.m. to 3:00 p.m., except holidays. Inspection requests can be scheduled 24 hours a day via the Town's voice mail system, fax at 408-354-7593 (fax form on reverse side) or our online permit system accessed at www.losgatosca.gov/building and click on the Online Permit System link (you do not need to register to schedule inspections). Voice mail, fax, and online **inspection requests will be accepted up to 12 p.m. the previous business day.** Inspection requests received after 12:00 P.M. will be scheduled for the following business day. Please **repeat your contact name, phone number, and permit number.**

Inspectors will make every effort to accommodate an AM or PM request, but it cannot be guaranteed. If a two hour time frame is necessary, please contact your field inspector between the hours of 8:00 - 9:00 a.m. to coordinate. If your inspector is out of the office, please contact the Counter Technicians after 9:00 a.m. for information on who will be handling your inspection.

If the required information is not left, your inspection will not be scheduled! Inspection requests are processed from the recorder at 12 p.m. every business day only. Your Inspector will call you to confirm your inspection time (A.M. or P.M.) the day before your requested inspection.

The following information is required when requesting an inspection:

- ! **Date requested for inspection** (*example: Tuesday, March 22*)
- ! **AM / PM or No Preference**
- ! **Project Address (Not the lot #)** _____
- ! **Permit Number(s)*** _____
(*example: Building #B04-111, Electrical #E04-222, etc.*)
- ! **Type of Inspection(s) for Each Permit** _____
(*example: Foundation, Shear Nail, Rough Electrical, Gas Test, Above Ceiling*)
- ! **Contact Name** _____
- ! **Contact Phone Number** _____

**For Applicants Use* *B0* ____-____ *P0* ____-____
 E0 ____-____ *M0* ____-____

Field Inspectors (Please do not contact your inspector directly to schedule your inspection)

Inspection Request Line 354-6877

Roy Alba	354-6861	Robert Harper	354-6871
Marko Glendinning	354-6870	Mark Hillabrandt	354-6819

Counter Technicians 354-6876 Counter Hours: Monday-Friday 8 a.m. - 1 p.m.
Phone Available: Monday-Friday 8 a.m. – 4:30 p.m.

Construction work hours:
Weekdays 8:00 a.m. to 8:00 p.m.
Weekends & Holidays 9:00 a.m. to 7:00 p.m.